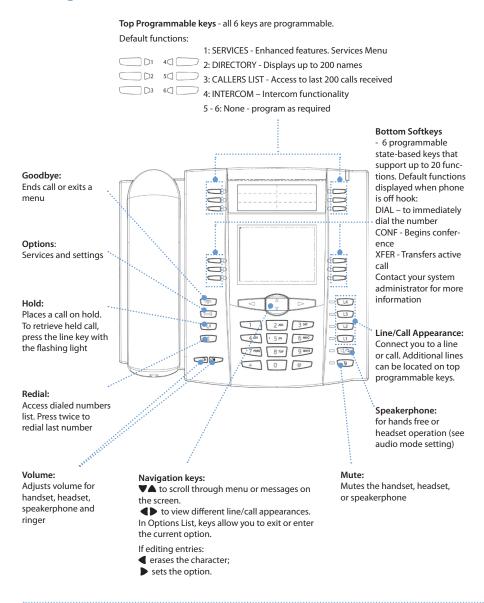
# Aastra 6755i Quick Reference Guide

## **Getting started**



## Placing a Call

- 1. Lift the handset, press the **Line** key or key.
- 2. Dial the number from the keypad.

## Answering a call

Lift the handset for handset operation or press the **Line** key or **May 2** key for hands free operation.

# **Ending a call**

To end the call replace the handset or press [ •





#### Redial

Press key twice to call the last dialed recently dialed number. Press the key once to access the list of recently dialed numbers, use **\Lambda** to scroll through.

#### Call mute

Press wey to mute the handset, headset, or speakerphone.

## **Advanced Call Handling**

#### Call Hold and Resume

- 1. To put a call on hold, press key when connected to the call.
- 2. To retrieve the call, press key again or press the **Line** key where that call is being held.

#### **Call Transfer**

- 1. Press Transfer key this places the current call on hold.
- 2. Dial the number of the person you want to transfer the call to.
- 3. To transfer the call before the other person answers, press **Transfer** key before the receiving end answers.
- 4. Or, wait until the person has answered before completing the transfer by pressing **Transfer** key again.

### **3-Way Conference**

- 1. During a regular call press Conf key.
- 2. Dial the person you want to join your call or press the **Line** key where the other person is being held.
- 3. Once this person has answered press **Conf** key again to establish the 3-way call.



#### **Call Forwarding**

Your phone supports different types of Call Forwarding: All, Busy, and No Answer. Your system can also support additional configuration options. Please check with your system administrator or the phone User Guide for additional details.

### Ignoring a call

Press key during ringing without picking up the handset to send the incoming call directly to voicemail\*.

#### Other features

#### **Callers List**

- 1. Press Callers key. Press ▼ and ▲ to move through list.
- 2. To dial the displayed number just lift the Handset or press or any **Line** key.
- 3. Press Callers key to cancel.

### **Speed Dialing**

## To create a speed dial

Press and hold a programmable key or keypad key, then enter contact's Name and number.

Or press key and go to Preferences->Speed Dial Edit.

## To use the speed dial

To dial a contact assigned to speed dial, press the corresponding programmable key or press and hold the keypad key for 3 seconds.

## To edit a speed dial

- 1. Press key and go to Preferences->Speed Dial Edit.
- Select the programmable key or keypad key where the speed dial is currently configured.

#### Voice Mail \*

- 1. Press the Voice Mail\* key that your System Administrator set up to access voicemail.
- 2. Press key to toggle the audio between speakerphone, handset and headset (where applicable).

#### Phone Lock/Unlock

### Phone can be locked to prevent unauthorized use

- 1. Press key.
- 2. Select Phone Lock and press Enter.
- 3. Press ▶ to set the phone to lock.
- 4. "Phone is locked" is displayed on the screen.

Only numbers defined under the Emergency Dial Plan can be dialed while the phone is locked.

### To unlock the phone

- 1. Press key.
- 2. Enter your User password (default: 22222) and press Enter.
- 3. The phone unlocks.

# **Customizing your Phone**

## **Volume Adjustment**

Press the keys to adjust handset, headset, and speakerphone volume during a call. Pressing these keys in idle adjusts the ringer volume.

## To set the volume level for the Headset microphone:

- 1. Press key and select Preferences -> Set Audio -> Audio Mode-> Headset Mic Volume.
- 2. Use ▼▲ to select Low, Medium or High (Default: Medium).
- 3. Press Set.

# **Ring Tones**

# To select a different Ring Tone

- 1. Press key and select *Preferences -> Tones -> Ring Tone*.
- 2. Select the preferred ring tone (Tone 1 through Tone 5, or Silent).

# Changing the User Password

Please contact your system administrator for instructions.

#### Additional Customization\*

You can customize additional options using the phone Web Interface. Please contact your system administrator for instructions.

\* Optional feature that must be configured by the system/service administrator. Particulars and menu options may vary. Feature may operate differently, please contact your system administrator for details.

